

# INDIANA DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES

## 2007-2008 COMPLIANCE AND ON-SITE MONITORING REPORT FOR:

**Porter Education & Communications, Inc.**

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	<i>Unsatisfactory</i>	Lesson matches original description		Criminal Background Checks	<i>In compliance</i>
Recruiting Materials	<i>Unsatisfactory</i>	Instruction is clear		Health/safety laws & regulations	<i>In compliance</i>
Academic Program	<i>Unsatisfactory</i>	Time on task is appropriate		Financial viability	<i>In compliance</i>
Progress Reporting	<i>Unsatisfactory</i>	Instructor is appropriately knowledgeable			
Assessment and Individual Program Design	<i>Unsatisfactory</i>	Student/instructor ratio:			

*Due to scheduling conflicts, IDOE was unable to complete an on-site monitoring visit for this provider during the 2007-2008 school year. A monitoring visit for this provider will be completed during the 2008-2009 school year.*

**Porter Education & Communications, Inc. is placed on probation for the 2008-2009 school year due to concerns regarding submitted documentation as detailed in the enclosed monitoring report. As such, Porter Education & Communications, Inc. has been required to implement corrective actions to address all areas of concern.**

## On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

**NAME OF PROVIDER:** Porter Education & Communications, Inc.

**DATE DOCUMENTATION RECEIVED:** May 16, 2008

**REVIEWER:** S.T.

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Tutor qualifications	<b>BOTH</b> of the following: -Tutor resumes/applications ( <u>all tutors</u> ) -Documentation of professional development opportunities in which tutors have participated (i.e. sign-sheets, agendas, presentations, certificates of completion, etc.)  <i>In addition to:</i>  <b>ONE</b> of the following: -Tutor evaluations ( <u>all tutors</u> ) -Recruiting policy for tutors ( <u>one copy</u> ) -Sample tutor contract ( <u>one copy</u> )	-Tutor resumes/applications -Tutor Contract -Professional development PowerPoints	<b>X</b>		-Provider's application states tutors will possess graduate degrees and be certified teachers. Only one of the provider's nine tutors meets the provider's minimum tutor qualifications. In addition to not meeting the provider's tutor qualifications, one tutor also did not meet IDOE's minimum tutor qualifications; -While the majority of the tutor contract was appropriate, one section of the contract included inaccurate language regarding SES implementation. For instance, this section of the contract states the provider will ensure the instruction and programming is in line with Maryland's Academic Standards, when in fact, the provider must ensure programming provided is in line with Indiana's Academic Standards; -Although provider's application states tutors would receive an orientation, training on the curriculum's alignment to Indiana standards, and tutor involvement with parent and districts, the documentation provided indicates no orientation or training on topics described in the application were provided.
Recruiting materials	<b>TWO</b> of the following:  -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Recruitment brochures and flyers -Incentive policy	<b>X</b>		- One recruitment flyer states that tutors are "state certified, NCLB appropriate". Since seven out of nine tutors are not state certified teachers (one of the provider's tutor requirement), this statement included in recruitment materials is inaccurate; -Provider's Incentive policy is appropriate and in line with state's Incentive policy.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Academic Program	<p><b>ONE</b> of the following:</p> <p>-Lesson plan(s) for the observed tutoring session(s) and for each subject in which provider tutors  <i>In addition to:</i>  <b>ONE</b> of the following:            -Specific connections to Indiana standards (cite exact IN standard to which lesson connects)            -Description of connections to curriculum of EACH district the provider works with.</p>	<p>-Lesson plans            -Connection to Indiana Academic Standards</p>	<b>X</b>		<p>-Some lesson plans are copies of progress reports rather than lesson plans. Lesson plans do not include key content such as materials to be used, activities or exercises to be completed, instructional strategies or methods to be used, etc. during the lesson. In addition, some lesson plans do not include specific or measurable objectives. For instance, some objectives are described as “math computation” or “concepts about print and handwriting” but do not share what is to be accomplished as it relates to these concepts, share the amount of growth that is anticipated, or share how this growth will be demonstrated;            -Based upon the concepts listed in lesson plans, lessons appear to connect to Indiana Academic Standards.</p>
Progress Reporting	<p><b>ALL</b> of the following:</p> <p>-Progress reports (see IDOE e-mail for details regarding the request for progress reports)            -Timeline for sending progress reports            -Documentation of reports sent</p>	<p>-Progress reports            -Timeline for sending progress reports            -SES Contract            -SES Agreements</p>	<b>X</b>		<p>-According to one district the provider did not submit progress reports in a timely manner and had to be reminded repeatedly to submit reports;            -Progress reports are missing many of IDOE’s required components. For instance, reports do not include specific information regarding how students are improving in their academic achievement, student strengths and areas in need of improvement, or assessment results. In addition, progress reports (and SES Agreements) do not include measurable goals. For instance, some reports list “work with (student’s name) on addition facts” or “gain and maintain confidence in math” as goals. Goals such as these lack specificity and measurability in that they do not indicate the anticipated level of growth or share the means by which such growth will be measured.</p>

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Assessment and Individual Program Design	<p><b>ALL</b> of the following:</p> <ul style="list-style-type: none"> <li>-Explanation of the process provider uses to develop Individual learning plans for each student</li> <li>- Pre-assessment scores and Individual learning plan for at least one student in each subject provider tutors (any identifying information for the student(s) must be blanked out)</li> <li>-Explanation and evidence regarding how provider's pre and post-test assessment correlates to Indiana academic standards.</li> </ul>	<ul style="list-style-type: none"> <li>-Explanation of learning plan development process</li> <li>-Learning plans and Pre-test scores</li> <li>-Explanation of assessment's connection to Indiana Academic Standards</li> </ul>	<b>X</b>		<ul style="list-style-type: none"> <li>-Learning plan development process is appropriate and involves goal development based on pre-assessment results and feedback from parents and teachers;</li> <li>-Learning plans include standards upon which students will work as well as a description of the assessment tool that will be used to measure student performance and timeline for improving student achievement;</li> <li>-Provider used an assessment that was not described in the provider's approved application and was also a different assessment than what was described in the recruitment brochures and listed on individual learning plans;</li> <li>-Examples provided demonstrate assessment's connection to Indiana Academic Standards.</li> </ul>

## On-site Monitoring Visit Rubric COMPLIANCE Components

**NAME OF PROVIDER:** Porter Education & Communications, Inc.  
**REVIEWER:** S.T.

**DATE DOCUMENTATION RECEIVED:** May 16, 2008

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	<b>ALL</b> of the following:  -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks	<b>X</b>	
Health and safety laws and regulations	<b>ONE</b> of the following: -Student release policy(ies)  <i>In addition to:</i> <b>ONE</b> of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	-Parent/Guardian Supervision statement (in-home provider) -Chaperone policy	<b>X</b>	
Financial viability	<b>ONE</b> of the following: -Documentation of liability insurance coverage  <i>In addition to:</i> <b>ONE</b> of the following: -Audited financial statements -Tax return for the past two years	-Verification of liability insurance -FY 2006 Tax Returns and FY 2007 Income Statement	<b>X</b>	